

**Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC HEARING ON BUDGET AND REGULAR SESSION**

DATE: June 28, 2004
TIME: 4:00 p.m.
LOCATION: Central Library
Board Room
315 South Rose Street
Kalamazoo, Mi 49007

PUBLIC HEARING

President Brown called the Public Hearing on the proposed Preliminary Budget for 2004/2005 to order at 4:00 p.m. There were no public comments; the hearing was closed at 4:02 p.m.

PRELIMINARY BUSINESS

President Brown called the regular meeting to order at 4:02 p.m.

Roll Call: Trustees present: Cynthia Addison, Donald Brown, Robert Brown, Amy DeShon, Lisa Godfrey, and James VanderRoest.

Absent: Loren Dykstra.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

A. Resolution to Adopt the Preliminary Budget and Set the Millage Rate for 2004/2005

Recommendation: Mr. Amdursky recommended the board adopt a resolution to approve the Preliminary Budget and authorize that 3.9583 mills be levied for library operations for fiscal year 2004/2005.

Executive Summary: Mr. Amdursky stated the budget was reviewed at the May board meeting. A public hearing was conducted prior to this meeting for consideration of the budget and millage rate by the public.

MOTION: MS. GODFREY MOVED AND MR. VANDERROEST SUPPORTED ADOPTION OF THE RESOLUTION AS RECOMMENDED.

Roll Call Vote: Mr. Brown – yes; Mr. VanderRoest – yes; Ms. DeShon – yes; Ms. Addison – yes; Ms. Godfrey – yes; Dr. Brown - yes



Motion Carried 6-0.

B. Resolution to Contract for Provision of Section 125 Cafeteria Plan for Employees

Recommendation: Mr. Amdursky recommended the board approve a resolution contracting with BASIC to continue to provide a Section 125 Cafeteria Plan to allow pre-tax deductions for employees.

Executive

Summary: Mr. Amdursky noted we have traditionally offered employees a flexible spending (cafeteria) plan to set aside pre-tax earnings for medical and dependent care costs under Section 125 of the IRS code of 1986.

BASIC has been our provider for this service for the last three years. Its plan is designed to run for the calendar year; at the end of each year it is amended and restated if necessary; any change requires us to obtain board approval. This year minor changes were made to comply with legislative changes and content rules; e.g. HIPAA privacy language and over the counter drug language were added.

MOTION: MR. VANDERROEST MOVED AND MR. BROWN SUPPORTED ADOPTION OF THE RESOLUTION AS RECOMMENDED.

Roll Call Vote: Mr. Brown – yes; Mr. VanderRoest – yes; Ms. DeShon – yes; Ms. Addison – yes; Ms. Godfrey – yes; Dr. Brown - yes



Motion Carried 6-0.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

III. CONSENT CALENDAR

A. Minutes of the Regular Meeting of May 24, 2004

B. Personnel Items

Presentation: **HANNA SLOTWINSKI**, has moved into the position of Library Assistant 3, full-time in Loan and Outreach Services, with an emphasis in AV effective June 16, 2004. Ms. Slotwinski first joined the staff as an aide at Oshtemo in 1995. Most recently she held a .6 time library assistant position in Loan and Outreach Services. She is now interested in full-time work.

SUSAN MAAS will move into the Library Assistant 3 position in Acquisitions on July 1, 2004. Ms. Maas had held two half-time positions, one in serials in Technical Services and one in materials selection in Adult Services. She has been a KPL staff member since 1977. The position she is leaving will be combined into one full-time position and assigned to Adult Services. It is being advertised internally.

JEFF RYBICKI will become a full-time custodian on the Facilities Management staff on July 1, 2004. Mr. Rybicki had been a half-time custodian assigned to the weekends. He graduated from WMU this spring and will begin graduate school in the fall in addition to his work at KPL. The weekend position he will leave is being advertised.

STEVE SIEBERS will join the Children's Room staff, Youth and Branch Services, as a Librarian 1 on August 16, 2004. Mr. Siebers is a recent graduate of the library school at the University of Wisconsin and is fluent in Spanish. This is a career change for him; he was formerly an actuary. Mr. Siebers and his family will move here over the summer.

Disposition: The board accepted the minutes and the personnel items as presented.

IV. FINANCIAL REPORTS

A. Financial Reports for the Period Ending May 31, 2004

Recommendation: Director Amdursky recommended the board approve Financial Reports for the Period Ending May 31, 2002.

MOTION: MR. BROWN MOVED AND MS. GODFREY SUPPORTED APPROVAL OF THE FINANCIAL REPORTS AS RECOMMENDED.



MOTION CARRIED 6-0.

V. REPORTS AND RECOMMENDATIONS

A. Board Calendar of Meetings for 2004/2005

Recommendation: Mr. Amdursky recommended board approval of a calendar of meetings for 2004/2005.

Executive

Summary: A suggested calendar was developed for board consideration. All meetings are scheduled on the fourth Monday of each month.

MOTION: MR. BROWN MOVED AND MR. VANDERROEST SUPPORTED A MOTION TO APPROVE THE CALENDAR AS RECOMMENDED.

Discussion: Mr. Amdursky indicated the proposed calendar does not conflict with national conferences.



Motion carried 6-0.

No Reports

VI. COMMITTEE REPORTS

A. Finance & Budget Committee

Mr. VanderRoest indicated there was nothing to report.

B. Personnel Committee

Ms. Godfrey reported both union contracts are set to expire June 30, but have been extended to August 13 at the request of the unions' MEA representative.

The Personnel Committee has also been considering the director's evaluation which will be addressed in closed session.

C. Nomination Committee

Ms. Addison reported the process the committee followed was to ask each trustee what office they were interested in and who they saw in what positions. They were unable to contact Mr. Dykstra. The following slate of officers will be presented for consideration at the July meeting:

President:	Lisa Godfrey
Vice President:	Cynthia Addison
Secretary:	Amy DeShon
Treasurer:	James VanderRoest

VII. OTHER BUSINESS

A. Directors Report

Mr. Amdursky said the trip to the Book Expo, although a long, exhausting day, was a lot of fun.

In response to a question from Ms. Addison, the director explained the Portage Main Street Design committee's work. The goal is to make Portage Street into a desirable corridor into the downtown. Washington Square Library is looked to as a model for the neighborhood.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

IX. TRUSTEE COMMENTS

Mr. Brown thanked everyone on behalf of he and his wife, Cathy, for their support and encouragement during her illness.

Mr. VanderRoest had asked the director for the level of financial commitment in staff time to the Reading Together program; Mr. Amdursky indicated it was approximately \$15,000, all in labor. Mr. VanderRoest wanted to note our contribution to the community in this area. Ms. Godfrey noted that brings the budget to \$45,000.

Ms. Addison appreciated the opportunity to attend the Book Expo.

Ms. Godfrey noted a lot of items were given away at the Book Expo that could possibly be sold at the Friends bookstore. She enjoyed the trip, particularly interacting and getting to know staff away from the workplace.

Mr. Amdursky requested an executive session to conduct his annual evaluation.

X. EXECUTIVE SESSION

MOTION: IT WAS MOVED BY MR. VANDERROEST AND SUPPORTED BY MS GODFREY TO MOVE TO EXECUTIVE SESSION TO CONDUCT THE DIRECTOR'S ANNUAL EVALUATION.

Roll Call Vote: Mr. Brown – yes; Mr. VanderRoest – yes; Ms. DeShon – yes; Ms. Addison – yes; Ms. Godfrey – yes; Dr. Brown - yes



Motion Carried 6-0. The meeting moved to executive session at 4:20 p.m.

MOTION: IT WAS MOVED BY MS. GODFREY AND SUPPORTED BY MR. VANDERROEST TO RETURN TO PUBLIC SESSION.

Roll Call Vote: Mr. Brown – yes; Mr. VanderRoest – yes; Ms. DeShon – yes; Ms. Addison – yes; Ms. Godfrey – yes; Dr. Brown - yes



Motion Carried 6-0. The meeting returned to public session at 4:41 p.m.

MOTION: IT WAS MOVED BY MS. GODFREY AND SUPPORTED BY MR. BROWN TO EXTEND THE DIRECTOR'S CONTRACT THROUGH THE YEAR 2006-2007, INCREASE HIS TOTAL COMPENSATION PACKAGE BY 3.94% WHICH IS COMPARABLE TO THE INCREASE BEING PROVIDED TO OTHER MEMBERS OF THE STAFF, AND ADJUST HIS DISABILITY INSURANCE CONSISTENT WITH THE REQUIREMENTS OF THE INSURANCE CARRIER FOR THE MONTHLY AMOUNT TO BE PAID IN THE EVENT OF DISABILITY AND ACKNOWLEDGE THIS MEANS AN INCREASE IN THE MONTHLY PAYMENT FROM \$3208 TO \$3500.



Motion Carried 6-0.

XI. ADJOURNMENT

Hearing no objections, President Brown adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 4:45 p.m.

Loren Dykstra, Secretary